



FISCAL YEAR 2000 FINAL SMALL BUSINESS REPORT

October 1, 1999 through September 30, 2000

The following information presents the Small Business Office's (SBO) program accomplishments as well as highlights many of the initiatives that have been or are being designed and implemented to organize, streamline and improve the efficacy and the efficiency of the National Institutes of Health (NIH)-wide small business program operations and to ensure that maximum practicable prime and subcontracting opportunities are made available for small business. ¹

Accomplishments

I. General

- Evaluation of Fiscal Year (FY) contract award data demonstrates, as of 1/01, a slight decline in meeting goals in the small business and set-aside categories; however, program accomplishments in the disadvantaged and woman-owned categories exceeded goals, respectively.
- Portals In Commerce (e-PIC) is the new NIH Web-based source library. Launched October 1, 2001, e-PIC is designed to smartly capture the global marketplace and showcase information about organizations, their products and services to the NIH.
- The "First.Gov", the new Federal e-gateway, selected the NIH Small Business Office Web site for showcasing. First.Gov is a gateway for people and organizations to locate government information, resources, opportunities, etc. nationally. The NIH SBO Web site is ranked second to the Small Business Administration on a list of hundreds of "small" resources, when small business inquiries search the site's engine. To date, the NIH Web site has received over half a million-system hits. SBO actively continues Web site administration.
- Secured strategic NIH Web site locations for both the SBO and Office of Acquisition Management and Policy (OAMP), thereby increasing visibility and accessibility for both programs.

¹ The term "small business" includes small disadvantage (SDB), small woman (WOB), small Historically Underutilized Business Zone (HUBZone), -owned businesses.

- Served on the NIH New Business System (NBS) steering committee, which was charged with conducting an agency business needs assessment to select system development protocols. The SBO was an award recipient for participation on the committee.
- Continues to review and make recommendations to the NIH Principle Official for Acquisition (PORA), Acquisition Policy, Small Purchase Policy, and other Contract Offices regarding small business aspects of acquisition guides, handbooks and policy issuances, as well as contract operational activities.
- Continues to provide guidance to the NIH on the Federal Small Business Program, regarding both old and newly proposed initiatives, particularly as it impacts acquisition and the small business program.
- Represents the NIH to the DHHS and the Small Business Administration (SBA) on small business program matters. Attends and represents NIH at the monthly OSDBU. Represented DHHS at Federal OSDBU and Congressional meetings, as requested by the DHHS.
- Reviews and advises legislative offices and the DHHS on proposed small business and acquisition – related legislation as well as drafts official regulatory language for proposed responses.
- Continues to deliver monthly seminars on "Conducting Business with the NIH"-- seminar focuses on presenting the NIH as a potential client, its acquisition and small business programs and how to implement a marketing strategy.
- Continues to refine the design and development of an automated tracking system for processing workload and measuring such activity. Several modules have been completed and discussions with NIAID have led to agreement to convert the system from access to a Web-based platform and establish interactive links with this IC. Continues the design and development of automated programs and processes to capture other operational activities.
- Initiated the updating and redesign of the DHHS small business coordinating documents for small business and subcontracting plan reviews--these documents have been issued Department-wide and are available as on-line interactive forms and documents on the SBO Web site. This Web site is not only used by the DHHS but is also referenced for use by the SBA.

- Revised and updated the SBO developed NIH publications: A Guide to Conducting Business with the NIH, The Forecast of Contract Opportunities for Small Businesses and The Subcontracting Directory. These guides are available in hard copy and posted on the SBO Web site.
- Initiated the effort to correct data collection and reporting problems in the NIH ADB system. After 5 years of meetings and a comprehensive analysis, the appropriate codes for collection and reporting were redesigned for implementation October 1, 2001.
- Served on the OAMP Leadership Team to participate in enhancing and improving organizational operations.
- Sponsored a Small Business Awards Program and nominated the NIH Small Business Contractor, Priority One, for the SBA contractor of the year. Priority one received the SBA Region II Award of Excellence.
- Developed special WOB initiatives with the DHHS to strategize technical assistance efforts aimed at increasing contract opportunities for WOBs.
- Provided technical assistance to small businesses ranging from mediation to collection of thousands of dollars in past due invoice payments. Provided technical assistance to large businesses, educational institutions, and other non-profits regarding subcontracting plan, opportunities and programs.
- Participated on the AMC and SAC committees to advise or provide training, as appropriate.
- Participated in the NCMA World Congress, April 2000, Crystal City, VA.
- Designed, developed and sponsored an OCM Intern Program.
- Participated and attended Mid Atlantic Regional Small Business Council Educational Seminars, January and April 2000.
- Served as guest speaker for several Montgomery County Round Table business luncheons.
- Sponsored a Small Business Awards Program and nominated the NIH Small Business Contractor, Priority One, for the SBA contractor of the year. Priority One received the SBA Region II Award of Excellence.

- Sponsored a Small Business Office Award Program recognizing approximately 50 contracting officers, program officials, contract specialists, administrative officers, purchasing officials, support staff, etc. for support in the delivery of the SBO Monthly Seminar. The PORA and Chief, SBO presented plaques and certificates.

II. Acquisition Reviews

- Reviewed 156 requests for contract actions in order to make recommendations to Contracting Officers regarding the method of acquisition, e.g., 8(a), SBSA, etc.
- Reviewed 120 subcontracting plans in order to determine whether plans met statutory requirements and provided for maximum practicable prime and subcontract opportunities for small businesses. Recommendations for improvement were made, as appropriate.
- Reviewed 46 NIH Boards of Contract Awards. Of the numerous reviews 5 files had substantives issues relating to small business. Ten files listed advisory issues relating to small business subcontracting plans and/or SDB Preference factors. All issues were resolved prior to award of contracts. This office also conducted other contract compliance reviews.
- Monitored, on a daily basis, NIH pre-solicitation and post-award notices in the Commerce Business Daily to ensure small business compliance.
- Recommended numerous small, disadvantaged, HUBZone and woman -owned businesses to contracting officials for inclusion on source lists and/or to support 8(a) or small business set-aside recommendations.

<u>Category</u>	<u>Proposed Goals Percentage</u>	<u>Accomplished Percentage</u>
Total Small Business Awards	31.0%	27.0%
Total Small Business set-aside Awards	10.2%	7.9%
Total 8(a) Awards	3.6%	6.6%
Total Direct Disadvantaged Awards	0.8%	1.1%
Total Woman-owned Awards	3.9 %	5.3%
HUBZone Awards	1.5%	0.0%

Note: Percentage accomplishments are based on data, 1/30/01, for FY 2000.

III. Counseling

- Counseling, marketing and technical assistance was provided to hundreds and hundreds of small, disadvantaged, HUBZone and woman -owned businesses through one-on-one counseling sessions, the monthly small business seminar, and through participation in Congressional, Federal, State and local conferences and fairs.

Small Businesses	1,600
Small Disadvantaged	141
8(a)	202
Woman-owned	159

- Counseling was provided to other than small business as well as to federal and contract officials.

Other than Small Business	32
Contracting Officials	233
Program Officials	54

IV. NIH Outreach Initiatives

In addition to providing counseling and marketing assistance, the NIH SBO establishes and maintains a varied outreach program for small, disadvantaged, HUBZone and woman-owned businesses. These activities afford the opportunity to disseminate information about the NIH and its mission as well as to provide greater opportunities for firms to introduce their capabilities to the NIH. Examples of participation in acquisition workshops, conferences, seminars, fairs and commemorative events follow:

- Guest speaker/panelist at the Greater Bethesda-Chevy Chase Chamber of Commerce, Business & Tech Expo 2000, January 21, 2000.
- Exhibitor at White House Conference on Small Business, February 2000, Washington DC.
- Exhibitor at Chester County, PA, Procurement Fair, March 2000, PA.
- Participated in OSDBU Procurement Conference 2000, April 2000, Washington, DC.
- Served as guest trainer/speaker for the NCMA Medical Chapter, April 2000, Bethesda, MD.
- Exhibitor at National Women's Small Business Summit: "New Leaders for a New Century", Chaired by Senator Christopher S. Bond on June 4-5, 2000, Kansas City, Missouri.
- Participated in WOB Retreat, June 2000, Rockville, MD.
- Participated in 33rd Annual Joint Industry/SBA Procurement Conference, Business Opportunity Expo & Awards Presentations, June 12-14, 2000, Washington, DC.
- Participated in MED Week – September 2000, Crystal City, VA.
- Guest speaker/panelist at Montgomery County Punch Lunch Business Roundtables several times throughout the year, Bethesda, MD.